

## JOB ANNOUNCEMENT

### VACANCY #03-FI-OFT-0005-R

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Agency:	Office of Finance and Treasury (OFT)
Division/Unit:	
Position:	Program Analyst
Grade/Step:	DS-0343-1160-12/1-12/10
Salary Range:	\$45,629 - \$58,770
Area of Consideration:	Unlimited
Opening Date:	May 23, 2003
Closing Date:	June 9, 2003
Number of Vacancies:	One (1)

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**Position Description:** The incumbent serves as program analyst for the Electronic Benefits Transfer system (EBT), and is responsible for performing a variety of tasks related to the EBT project. These tasks include analysis, evaluation, development and implementation of the EBT system. Incumbent is responsible for the development of policies and procedures, methods and practices affecting certain assigned areas of the EBT system. The incumbent will also work in other future projects that will be added to the EBT system. Analyses and develops policies and procedures relating to District and Federal Regulations regarding EBT. Participates as a team member in the design, development and testing of system components, quality assurance review process and make recommendations for acceptance or rejection of contract deliverables. Participates in the development of EBT training curriculum and materials, assists in the establishment of working relationships with other EBT states. Provides customer service to inquiries and complaints from users. Performs daily settlement, reconciliation and reporting of all monies issued by DHS (both food stamp and cash), tracks DHS deposits by Citibank into customer accounts, money issued by ATMs and money credited to retailer accounts. Provides technical assistance.

Must have a minimum of one year or more of specialized experience, at a level of difficulty and responsibility comparable to the next lower grade. An equivalent combination of education and experience may be substituted for the required level of specialized experience. **Applicant must meet time-in-grade requirements.**

**Submission Materials:** DC2000 (employment application), with resume and a cover letter with salary history

**Submission Information:** Office of Management and Administration  
Human Resources Division  
941 North Capitol St, NE – Suite 1200  
Washington, DC 20002  
Fax: (202) 442-6413

*Employment with the District of Columbia Office of the Chief Financial Officer (OCFO) is at the pleasure of the Chief Financial Officer. A background investigation is mandatory for all OCFO employees. The OCFO is an equal opportunity employer. Applicants understand that a false statement on any part of their application may be grounds for not hiring them, or for firing them after they begin work (D.C. Code 1-617.1 (d)(1) et seq. (1991 Repl). Applicant understands that the making of a false statement and/or submitting untrue materials are punishable by criminal penalties pursuant to D.C. Code 22-2405 et seq. (1991 Repl). Applicant understands that any information he/she submits may be investigated as allowed by law or Mayoral order. Applicant consents to the release of information regarding his/her suitability for District of Columbia government employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. Applicant certifies that, to the best of his/her knowledge and belief, all statements are true, correct and complete.*

*In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 1-2501 et seq., ("the Act") the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. Harassment of persons on the basis of any protected category is prohibited.*